	Document Number NSHS-OV-006	Version 01	Effective Date 06 APR 01
	Title AVP Production Process		Page 1 of 5
	Process Owner Head, AVP Division		Approval Authority Director, Visual Information

1. Purpose & Scope

The process defines the method for audiovisual production products for in-house productions within the Visual Information Directorate (VID) Naval School of Health Sciences (NSHS).

2. References

The following documents are either required or helpful to perform the set of tasks in the accompanying flowchart; a) NSHS-001, NSHS Quality Manual, b) NSHS-002, Quality Systems Document Control, c) NSHS-004 Corrective & Preventive Action, d) SECNAVINST 5290.1 series, e) SECNAVINST 5212.5 series, f) SECNAVINST 3104.1, g) OPNAVINST 5290.1 series, h) OPNAVINST 3104.1, i) BUMEDINST 5290.2.

3. Definitions

The terms listed below are defined to assist the reader.

- 3.1 **DD1995**: Evaluation and Production Request Form.
- 3.2 **DD5290**: Request for Audiovisual Services Form.
- 3.3 **NSHS4400**: Purchase Order Form.
- 3.4 **SME**: Subject Matter Expert.
- 3.5 **MMP**: Medical Media Production.
- 3.6 **Treatment**: Story outline of project.
- 3.7 **Script**: Production story that includes Visuals and narration, that typically goes through three development stages, First draft, Second draft and Master.
- 3.8 **SMPTE**: Society of Motion Picture and Television Engineers.

4. Document Review & Concurrence

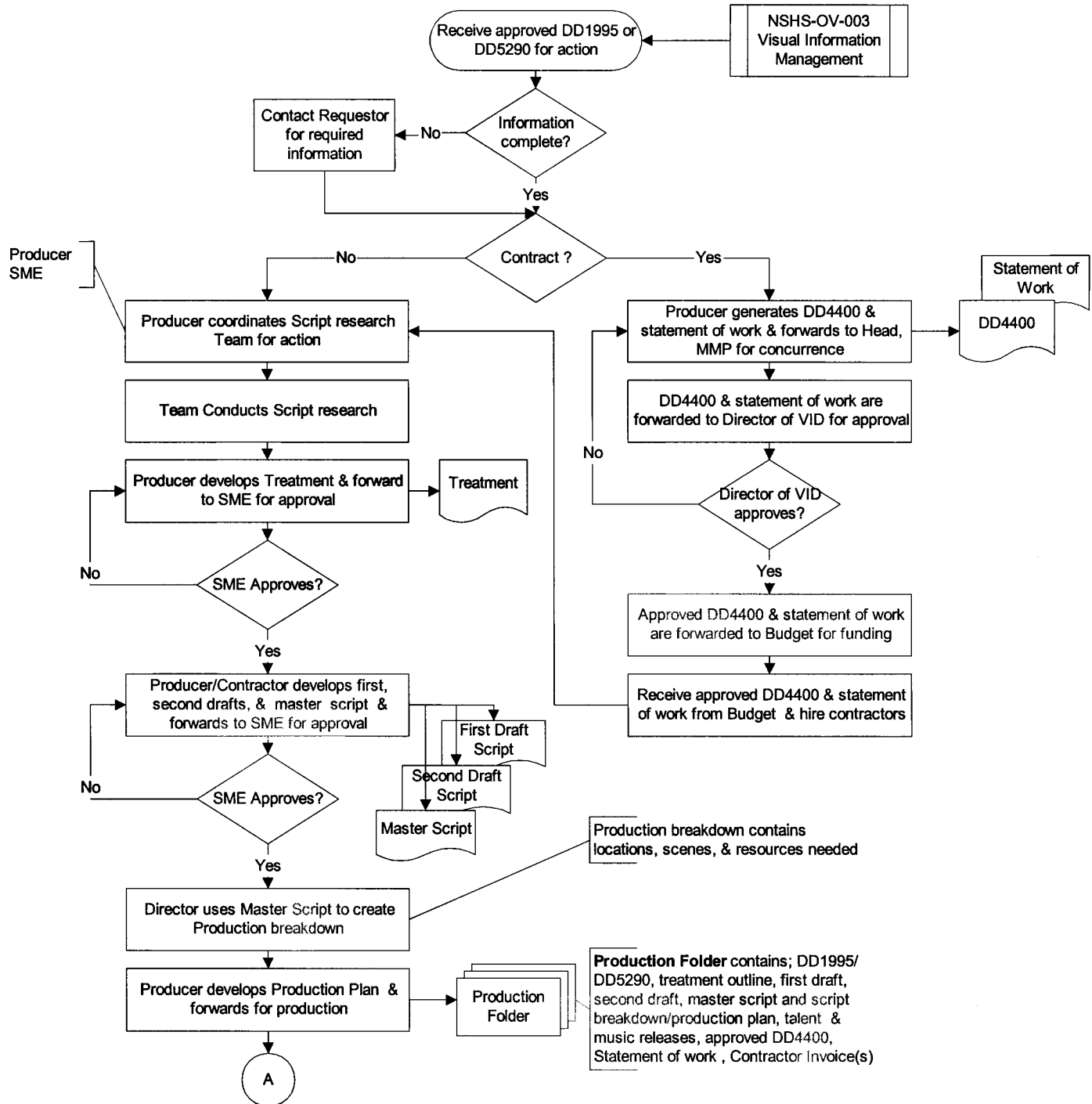
Title of Reviewer	Functional Directorate	Signature & Date	Title of Reviewer	Functional Directorate	Signature & Date
Head, AVP Division	OV1A (Process Owner)	Mr. B. Winchester	Director Visual Information	OV	Mr. W. Dumbeck
Head, MMP Department	OV1	Mr. J. Lewin	Producer/Director	OV1	Mr. J. Drubin

5. Summary of Changes

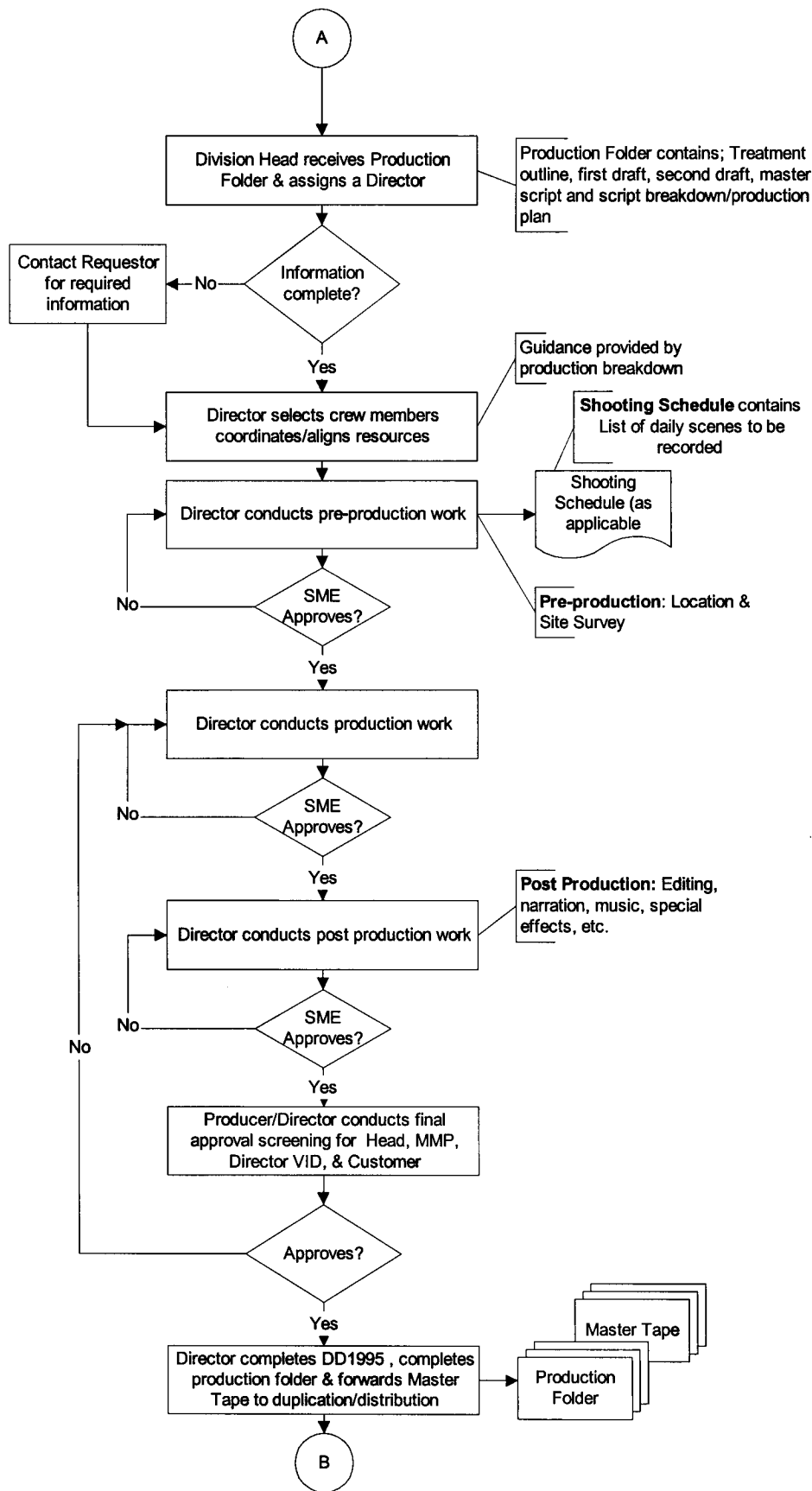
Version	Description	Date
01	Initial issue of procedure.	06 APR 01

Document Number NSHS-OV-006	Version 01	Effective Date 06 APR 01	Page 2 of 5
Title AVP Production Process			

6. Process Flowchart

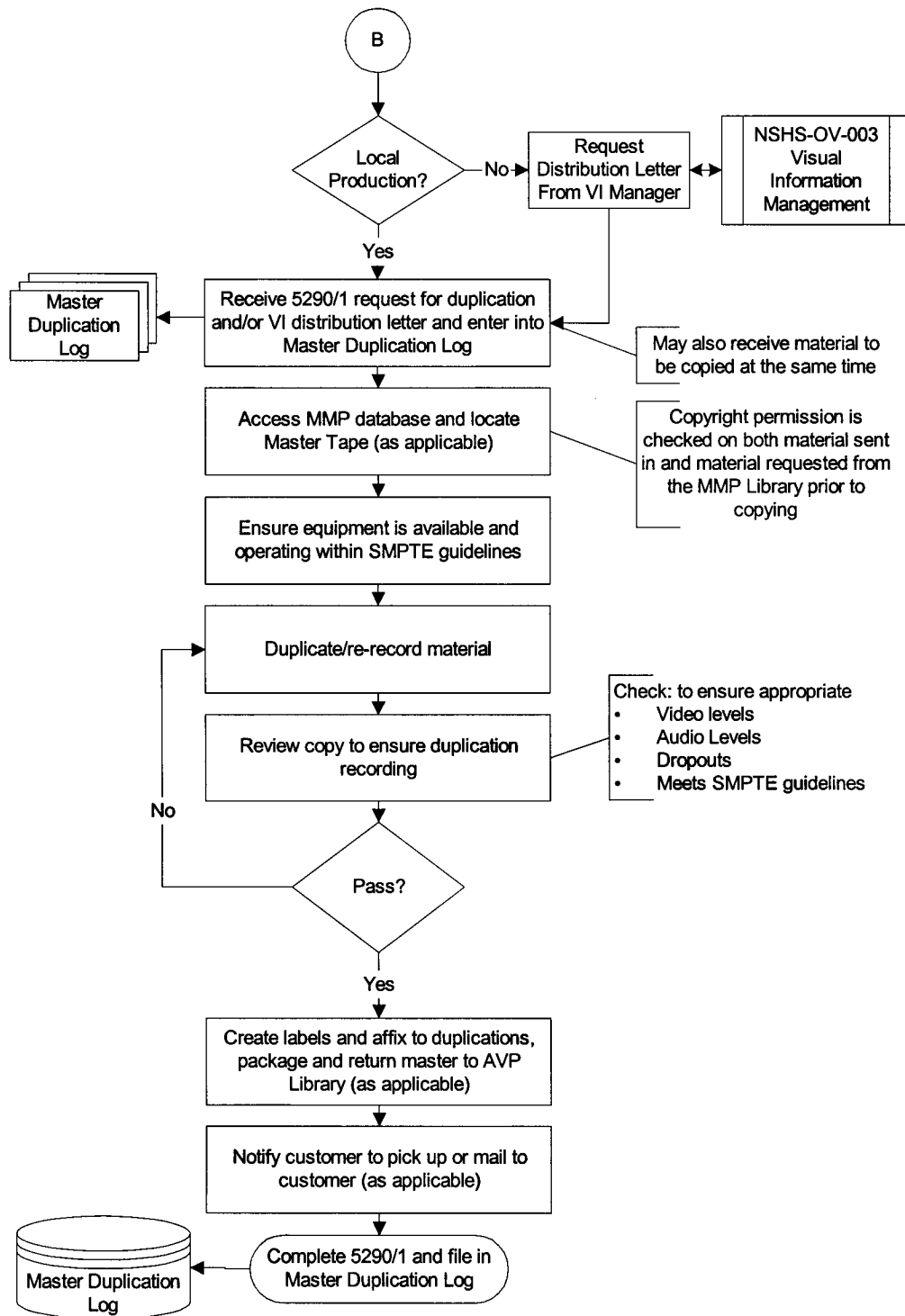


Document Number NSHS-0V-006	Version 01	Effective Date 06 APR 01	Page 3 of 5
Title AVP Production Process			



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Document Number NSHS-OV-006	Version 01	Effective Date 06 APR 01	Page 4 of 5
Title AVP Production Process			



Document Number NSHS-0V-006	Version 01	Effective Date 06 APR 01	Page 5 of 5
Title AVP Production Process			

7. Quality Records

<i>Record Name</i>	<i>Owner</i>	<i>Location</i>	<i>Indexing</i>	<i>Duration</i>	<i>Disposition</i>
Production Folder	VI Manager	File cabinet	By Title	Until obsolete	Destroy
Media Master	Audiovisual Production (AVP) Library	Video Library	By unique number	Until obsolete	Archive
Master Duplication Log	Duplicator	Database	By Date	5 years	Destroy

8. Addendum

N/A